

**Missouri Department of Natural Resources  
Air Pollution Control Program**

**Instructions for the Basic Operating Permit  
Compliance Certification and Monitoring Report Forms**

**Introduction**

**Operating Permit Reporting Requirements**

- All installations that have received a Basic Operating Permit must submit compliance reports as required by 10 CSR 10-6.065(4)(I).
- The Annual Compliance Certification is the minimum reporting requirement for the Basic Operating Permit.
- All installations are required to submit these reports once the installation has been issued a Basic Operating Permit or has received a “date stamped” copy of their Operating Permit Notification/Application. The Operating Permit may also require the installation to submit additional reports (Exceedance Reports, MACT Reports, Performance Test Reports, Compliance Plan Updates, etc.).

**When and where must the reports be submitted?**

- The Annual Compliance Certification for Basics must be submitted to the Missouri Department of Natural Resources (and Local Agency if applicable) by April 1st of each year.
- Other Reports shall be submitted as specified in the permit conditions, MACT standards or compliance plans. Monitoring requirements which require reporting more frequently than semi-annually shall report no later than thirty (30) days after the end of the calendar quarter in which the measurements were taken.

**Mailing Addresses:**

Missouri Department of Natural Resources  
Air Pollution Control Program  
Enforcement Section Chief  
P.O. Box 176  
Jefferson City, MO 65102

**If you are located at a local agency:**

City of St. Louis  
Division of Air Pollution Control  
1415 North 13<sup>th</sup> Street  
St. Louis, MO 63106

Kansas City Health Department  
Air Quality Section  
2400 Troost Avenue, 3<sup>rd</sup> Floor  
Kansas City, MO 64108

St. Louis County  
Air Land & Water Branch  
Air Pollution Control Section  
111 South Meramec  
Clayton, MO 63105

Springfield-Greene County DOH  
Air Pollution Control Authority  
227 East Chestnut Expressway  
Springfield, MO 65802

**What if I have questions?**

If an installation has questions regarding the completion of this form, please feel free to contact one of the following:

- Missouri Department of Natural Resources  
Air Pollution Control Program – Enforcement Section 573-751-4817
- Environmental Assistance Office – Jefferson City 800-361-4827
- Environmental Assistance Office – Kansas City 816-622-7000
- Environmental Assistance Office – St. Louis 314-301-7600
- City of St. Louis Local Agency 314-613-7300
- Kansas City Health Department Local Agency 816-513-6314
- St. Louis County DOH Local Agency 314-615-8923
- Springfield-Greene County DOH Local Agency 417-864-1662

**Installation Information**

All Basic installations are required to submit page 1 of the Compliance Certification and Monitoring Report Form. This information is required even if the installation has no monitoring deviations during the reporting period. If more space is needed to describe the information requested, please attach additional pages. The required information includes:

- FIPs ID # - This is a unique three digit number that has been assigned to each county in the state. If the installation is uncertain of the FIPs ID #, please examine the attached county listing to find the corresponding number for the respective county.
- Plant ID # - This is a unique four digit number that has been assigned to each plant in each county of the state. If the installation is uncertain of the Plant ID#, please contact the APCP.
- Installation name.
- Installation location (street address and city) – Physical location of the plant.
- Operating Permit Number – This is a unique number printed on the cover page of the operating permit.
- Date the Operating Permit was issued – This is the effective date on the cover page of the operating permit.
- Type of Report - Annual Compliance Certification or Exceedance Report.
- Reporting Period - Please indicate the 12-month reporting period that the Annual Compliance Certification is being submitted for, such as January 1, 2002 through December 31, 2002. If the installation is submitting its first report under these requirements, the reporting period extends from the date the Permit was issued until the end date of the applicable reporting period.
- Responsible Official – Name, Title, Mailing Address and Phone Number.
- Permit Contact Person – Name, Title, Mailing Address and Phone Number
- Information Changes - Please indicate in the appropriate check box whether any of the installation information (Name change, responsible official, permit contact person, etc.) has changed since the issuance of the Operating Permit.

### **Summary**

All Basic installations must complete this section of the Compliance Certification and Monitoring Report Form. A series of “Yes” or “No” check boxes allows the installation to provide a brief summary of the compliance status for the reporting period. If the installation indicates a deviation from its operating permit conditions, and had not yet notified the Missouri Department of Natural Resources at the time of reporting, it is requested to do so. Page 1 of the Compliance Certification and Monitoring Report Form indicates that deviations can be reported in a format other than that provided on page 2 of the form. However, the Air Pollution Control Program strongly recommends the use of page 2 of the form for the purpose of reporting deviations.

### **Certification**

The Responsible Official for the installation must sign and date the Compliance Certification or Monitoring Report, and include the Statement of Certification. This certification is located at the bottom of page 1 of the form.

### **Deviations from Required Monitoring**

A deviation is any failure to meet a permitted level, monitoring term or condition in the Operating Permit. For any monitoring deviations experienced during the reporting period, the Monitoring Report must include the following:

- FIPs ID #
- Plant ID#
- Installation Name
- Reporting Period
- Permit Condition (as indicated in the operating permit)
- Pollutant (as indicated in the operating permit)  
The most common pollutants are PM<sub>10</sub>, CO, NO<sub>x</sub>, VOC, SO<sub>x</sub>, Lead, and HAPs. The HAPs are regulated on a group and singular basis. If a specific HAP is regulated, list it as follows:  
HAP – Toluene.
- Monitored Level (as measured by the monitoring techniques)  
Examples of monitored levels are 7 – 15% for opacity, 3.0 – 4.8 lbs/hr for particulate matter, 2.3 Tons/Year for HAPs, etc.
- Monitoring Method  
The following Monitoring Method abbreviations can be utilized in the table:

<u>Method</u>	<u>Abbreviations</u>
Continuous Emission Monitoring System	CEMS
Continuous Opacity Monitoring System	COMS
No Visible Emissions (Method 22)	NVE
Opacity Observations (Method 9)	OO
Operation & Maintenance Plan	OMP
Record keeping Requirements	RR
Reporting Requirements	RPT
Source Testing	ST
Other Method to Determine Compliance	OTHER

If OTHER is utilized in the table, please explain in the monitoring comment field.

- Deviation Description - A brief description of the type of deviation observed.
- Deviation Date - The date on which the deviation occurred.
- Deviation Duration - The amount of time for which the deviation occurred. Examples of deviation duration are 6 minutes, 5 hours, 3 days, etc.
- Cause of Deviation - What circumstances led to the deviation. Examples of causes for deviation are: control device was not operational, bag broke on a baghouse, misfeed in the production line, etc.
- Corrective Action - What was done by the installation to correct the deviation and to prevent the deviation from occurring again.

If more space is needed to describe the monitoring method, or if further monitoring conditions are applicable, please attach additional pages.